

## **ITF Academic Working Group**

### **Guidelines for the Preparation of Project Proposal Applications**

To enhance both transparency for the proposer and systematic review by the ITF, the following guidelines are suggested for the submission of academic proposals.

**I. Projects must address the Holocaust, which may include the periods immediately preceding and following it, or issues of contemporary antisemitism. Preference is given to proposals that:**

- a. Are submitted by institutions or organizations in Eastern and Central Europe and other regions where Holocaust education and research face severe resource constraints. Similar preference is given to proposals from other countries that serve to disseminate knowledge of the Holocaust in these regions (e.g., the development in Slovakia of a university course or library on the Holocaust).
- b. Are unlikely to receive the necessary support from other existing national, private, or government sources (e.g., the translation into Eastern European languages, and the publication of, books fundamental to the study of the Holocaust).
- c. Make available in the Western languages most utilized by scholars (English, French, German, Spanish) the most significant scholarly books on the Holocaust written in Eastern European languages.
- d. Respond to the challenges of Holocaust denial and antisemitism.

**II. Projects in the following categories are eligible for support:**

- a. Publications
- b. Translations
- c. Documentary films
- d. Archival organization and access
- e. Organization of university-level Holocaust studies programs/courses

**III. Projects will be reviewed according to the following criteria:**

- a. Significance with regard to the achievement of ITF goals
- b. Contribution to new knowledge or better understanding of the Holocaust

- c. Likelihood that it will have broad and lasting impact through the dissemination of Holocaust knowledge to new or ITF priority audiences
- d. Qualifications of the individuals/organizations that will execute the project, including their track record, knowledge about the Holocaust, and adherence to historical accuracy
- e. Cost-effectiveness, both overall and specifically with regard to the ITF contribution as a share of total anticipated costs
- f. Appropriateness, in approach and scale, to the target audience

**IV. Proposal submissions must include:**

- a. A summary of the project, including a timetable, that addresses the priorities and criteria defined above (not to exceed five pages)
- b. Information regarding the organization making the proposal, including résumés of the principal individuals involved in the project
- c. Samples of the relevant previous work of the organization/individuals proposing the project (e.g., books, videotaped documentaries, etc.)
- d. Letters from a minimum of two specialists in the country from which the proposal originates who have been consulted by the proposer. The letters must address the capabilities of the proposer and the authenticity of the project with regard to historical accuracy and reasonableness of interpretation.
- e. Commitments obtained from publishers, broadcast stations, and others that will be involved in the project
- f. An indication of how funding for the project that is not provided by the ITF will be assembled, including copies of requests that have already been submitted to other potential funders
- g. Total budget outline for the project

For further information, please visit the ITF Web site at <http://taskforce.ushmm.org/>.